



# Handbook

(Constitution, By-Laws, Rules and  
Regulations, Sport Standards)

# ERIE COUNTY INTERSCHOLASTIC CONFERENCE

## HANDBOOK

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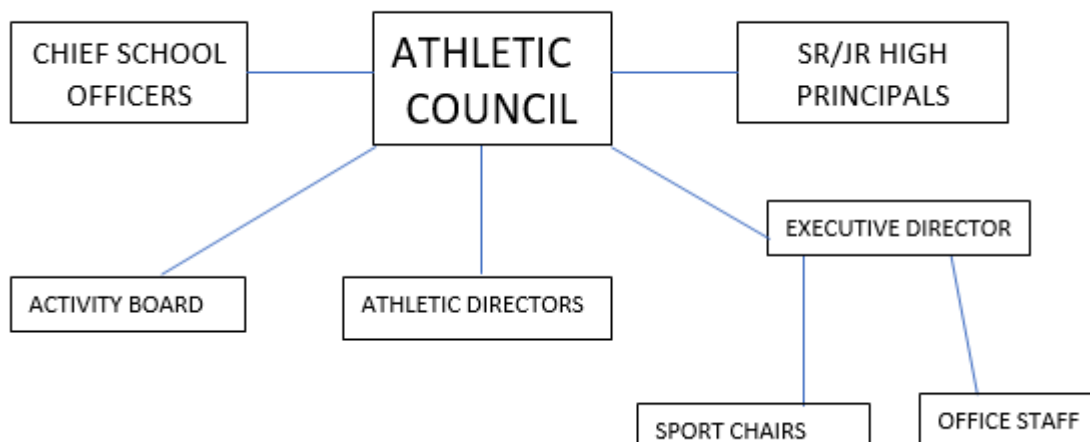
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# CONSTITUTION

## **ARTICLE I – ECIC INC. STRUCTURE**

The name of this organization shall be the “Erie County Interscholastic Conference, Inc.”, doing business as and hereafter referred to as “ECIC” or League or Conference.



## **ARTICLE II - MEMBERSHIP**

**SECTION I** Any public school district that is a member of the New York State Public High School Athletic Association may be considered for membership. ECIC is currently a member of Section VI of the New York State Public High School Athletic Association.

**SECTION II** A school desiring membership shall send a letter of request to the President of the ECIC, prior to September 1st, properly signed by the Superintendent, Principal and Director of Health Physical Education Recreation/Director of Athletics. Membership shall be considered from July 1 to June 30 of the following year. Membership must be approved by three-fourths of the members of the Athletic Council who cast a vote.

**SECTION III** All dues shall be paid by September 1st. On that date, the Treasurer will notify the delinquent schools in writing. Schools who have not paid dues by November 1st will lose voting privileges and will not be allowed to represent ECIC in sectional competition for the winter season and shall be dropped from membership for the spring season. Schools on austerity budgets may pay by the season on a pro-rated basis

**SECTION IV** Membership dues for each secondary school shall be computed as follows: There will be a base fee for 500 pupils (grades 7-12), an additional fee for each additional pupil (grades 7-12), a per sport fee and an office maintenance fee. (Appendix, I) Dues structures are to include pro-rated dues determined by the Athletic Council. Enrollment figures used for dues computation will be the Basic Educational Data System (BEDS) reports submitted to the State Education Department and will include ungraded

handicapped students. Dues for partial member schools will be based on the above formula prorated by sport season. (Appendix, J)

**SECTION V** Any school violating the By-Laws, eligibility rules, contest rules, or game conditions may be suspended (sport specific and level specific) from the conference by the Athletic Council and barred from participating in any of the authorized activities for a period of one season.

### **ARTICLE III - VOTING**

**SECTION I** A majority of representatives who cast an affirmative vote is required to pass a resolution.

**SECTION II** Voting privilege will be based on membership in good standing of the current school year. Each member school has one vote. The President shall determine if a vote is a ballot or roll call vote. A postcard ballot authorized may be used if approved by the Athletic Council or in emergency situations by the Executive Committee. The minutes shall indicate the number of yes and no votes on any vote.

**SECTION III** A majority vote of the total league membership in attendance must vote in the affirmative/negative in order to pass/defeat a general motion.

**SECTION IV** Quorum- a majority of legal members in good standing.

### **ARTICLE IV- BUDGET**

**SECTION I** The annual budget will be presented at the November Athletic Council Meeting and approved at the January Athletic Council Meeting

**SECTION II** All actions that affect the budget and league dues of a school district must be presented no later than the second Athletic Council meeting of the school year if they are to become effective during the following school year.

**SECTION III** The Athletic Council has the authority to adjust the budget presentation guidelines by a majority vote.

### **ARTICLE V - ATHLETIC COUNCIL**

**SECTION I** The governing body of the ECIC shall be the Athletic Council

**SECTION II** The Athletic Council should consist of: The Executive Committee (See Article V) and a representative/alternate from each school appointed in writing by the district.

**SECTION III** The President of the Athletic Council shall serve a two year term which will be rotated between the Athletic Directors and the School Principal's.

**SECTION IV** Duties- The Athletic Council Shall:

Item 1- Formulate policies for conference athletic activities

Item 2- Organize, Supervise and approve all conference athletic activities.

Item 3- Promote the general objectives and policies of the NYSPHSAA and the regulations of the Commissioner of Education regarding interscholastic athletics.

Item 4- Approve the budget for the following year at the annual November meeting.

Item 5- Conduct the annual preseason coaching meetings

**SECTION V** Meetings- The Athletic Council shall meet at least four (4) times each year preferably one week prior to Section VI Athletic Council meeting. The date, time and location will be determined by the President.

**SECTION VI** Special Meetings- If necessary, the President may call special Athletic Council meetings for the purpose of conducting ECIC business.

## **ARTICLE VI - OFFICIERS, REPESENTATIVES AND REPONSIBILITES**

**SECTION I** The Executive Committee of the ECIC shall consist of:

- A. President
- B. President-Elect
- C. Chairperson- Boys Activity Board
- D. Chairperson- Girls Activity Board
- E. Boys Representative to Section VI
- F. Girls Representative to Section VI
- G. President of Athletic Directors Association
- H. Superintendent / Assistant Superintendent
- I. High School Principal Representative
- J. Junior High/Middle School Principals Representative
- K. Immediate Past President (Appeals Chairperson)

A. The Executive Committee shall have the power to handle all matters not covered by the By-Laws

B. Emergency Power- The Executive Committee shall have the authority to act on matters of immediate concern which cannot wait until the next Athletic Council Meeting or when it is unrealistic to call an emergency Athletic Council Meeting

C. Positions (1-6) of the Executive Committee are elected by the Athletic Council. Positions (7-11) of the Executive Committee are approved by the Athletic Council.

D. Each member of the Executive Committee shall have 1 (one) vote during executive session.

E. The President of the Athletic Council shall have the authority to cast a tiebreaker vote. Each school district shall be afforded one vote in all Athletic Council matters. In the event of a tiebreaker vote and a Director is President and representing their school; the tie breaking vote will be cast by the Immediate Past President.

F. All the above elected officials (1-6) shall be for two-year terms, to be elected at the May Meeting

G. A slate of officers and representatives will be presented by the Nominating Committee at the March meeting. At that time, nominations may be presented from the floor.

H. The newly elected officers will take office July 1st following the election of officers at the last meeting of the school year.

**SECTION II** The President shall preside at all meetings and perform such duties as usually come under the office. The President shall be the official representative of the ECIC and shall have the majority approval of the EXECUTIVE COMMITTEE on any conference matter. The President shall have overview responsibility for the Executive Secretary.

The President-Elect shall preside in the absence of the President, and shall preside at hearings, appeals, etc., as designated by the President

**SECTION III** Chairpersons of each Activity Board will call a meeting at least once each sport season. The Chairperson will forward minutes and any recommendations to the Activity Boards, Athletic Directors, and ECIC Office in an appropriate timeline for action at the Athletic Council Meetings.

**SECTION IV** Vacancies of any office positions shall be advertised and appointed by the Athletic Council.



## **ARTICLE VII - BOYS AND GIRLS ACTIVITY BOARD**

**SECTION I** Boys' Activity Board will consist of six (6) representatives (one from each division where possible). The board will nominate a chairperson representative to be elected to the Executive Committee by the Athletic Council.

**SECTION II** Girls' Activity Board will consist of six (6) representatives (one from each division where possible). The board will nominate a chairperson representative to be elected to the Executive Committee by the Athletic Council.

**SECTION III** It will be the responsibility of each chairperson to conduct meetings during the school year

**SECTION IV** Each Activity Board Member will have one vote

**SECTION V** Based on the recommendation of the Activity Board an Activity Board Members' term may be extended for an additional year with the approval of the Athletic Council.

**SECTION VI** Each activity board will present nominations (at the January meeting and voted on at the March meeting) for Boys' / Girls' ECIC representatives and alternatives to Section VI meeting to the Athletic Council for approval.

**SECTION VII** The Activity Board Chairperson shall present a report of the activity board activities and recommendations to the Athletic Directors. (Prior to Athletic Council Action)

**SECTION VIII** The Activity Board shall recommend proposed schedules, rules on protests, recommend or not recommend coaches' suggestions, interpret the By-Laws, policies, sports standards, etc. for their respective coaches.

## **ARTICLE VIII - ATHLETIC DIRECTORS**

**SECTION I** The duly appointed Athletic Director of each member school, or appointed designee, will review and research all recommendations and concerns as presented by the Girls' Activity Board, Boys' Activity Board, Superintendent/Assistant Superintendent and Secondary School Principals prior to the Athletic Council Action.

**SECTION II** Each Athletic Director shall be the liaison between member schools and his/her own Superintendent/Assistant Superintendent, High School Principal, and all his/her coaches.

## **ARTICLE IX - SPORTS CHAIRPERSON**

### **SECTION I**

Item 1: The varsity and modified coaches of each ECIC sport (example: Girls Basketball) shall submit nominee (s) for sports chairperson to the Activity Boards for a two (2) year term.

## **SECTION II**

Item 2: The Chairperson or designee shall meet with the Executive Director prior to the annual pre-season meeting and submit a postseason report to the Executive Director.

## **SECTION III**

Item 3: The Chairperson or designee shall inform in writing within 10 days any recommendations and concerns as they arise during the course of the year to the Executive Director.

**SECTION IV** Item 4: In the event a chairperson cannot be appointed, a rotation of schools participating in each sport will be created based on coaching seniority for a minimum of one year. The school next on the rotation will assume the responsibility of the chairperson for that season.

## **ARTICLE X - AMENDING THE CONSTITUTION AND BY-LAWS**

**SECTION I** An affirmative vote of two thirds (2/3) of the ECIC membership casting a vote is required to amend any part of the constitution or by-laws.

**SECTION II** Proposed changes may be presented in writing to the President at any regularly scheduled Athletic Council meeting. Action will be taken at the next regular Athletic Council meeting, following the meeting at which the proposal was submitted. Approved changes will be effective immediately except where budget expenditures are involved unless approved by the Superintendent/Assistant Superintendent.

## **ARTICLE XI - NOMINATING COMMITTEE**

**SECTION I** The President shall appoint a nominating committee in January which will present a slate of officers at the March meeting for election at the last regular Athletic Council meeting of the school year.

## **ARTICLE XII - SANCTION**

**SECTION I** Any school in violation of the Constitution, By-Laws, and General Rules-Regulations and Policies may be sanctioned by the Athletic Council

## **BY-LAWS:**

### **A. NOTIFICATION OF PARTICIPATION:**

1. Any schools desiring to participate in a sport in which they did not participate in the previous year, must notify in writing the conference by November 1st, of their intentions to participate in that sport(s) for the coming school year.
2. Whenever a member school cannot meet these requirements every effort will be made to accommodate the school in achieving a schedule.
3. Any school planning not to compete, for any reason, in a sport in which they participated in the previous year, shall notify the conference in writing as soon as the decision is made.
4. Each school district will be required to declare their participation in Modified Sports at the March Athletic Council Meeting.

### **B. DIVISIONAL ALIGNMENT:**

1. When creating divisional alignments there shall be no more than one team difference between divisions. Participating schools shall be divided into divisions according to enrollment in grades 9 through 11. (Ungraded students shall count). Enrollment will be determined by the October Basic Educational Data Systems (BEDS) report submitted to the State Education Department.
2. The divisions will be determined by the Activity Boards and approved by a majority of the Athletic Council members who cast a vote.
3. Divisional Alignments are developed on an annual basis.
4. Alignments will be presented for all ECIC sponsored sports where there are 5 or more member schools participating.
5. Once divisional alignments are created, quality of competition may be a determining factor in adjusting divisional alignments.
6. Schools requesting moving from an ECIC Divisional Alignment to a Federated Alignment or a Federated Alignment to an ECIC Divisional Alignment, or wish to compete as an Independent, or Return to the league in that sport shall submit their request in writing to the Athletic Council by November 1st of the previous school year. (Appendix, M) The request shall be approved by the Athletic Council who cast a vote.

### **C. SCHEDULING:**

1. Proposed schedules will be developed by the ECIC Office with conjunction with the Activity Board and Sports Chairs of that sport.
2. The proposed schedules will be based on the BOCES member schools' calendars and the starting Section VI post season dates.
3. Non-divisional contests may be included in the proposed schedule by mutual consent of the schools involved.
4. The proposed initial schedules may have more than three consecutive home or away contests.

### **D. ECIC CHAMPIONSHIPS:**

1. A schedule of schools hosting ECIC Championships will be developed. A minimum of a 5 year schedule shall be submitted to the Athletic Council for approval at the September meeting in the 4th year of the rotation. A new 5 year schedule will be developed and submitted to the Athletic Council at the September meeting. (Appendix, K)
2. On an annual basis the Finance Committee shall review, recommend, and approve a fee structure for hosting ECIC Championships
3. Fee Structures will be approved by the Athletic Council. (Appendix, L)

### **E. POSTPONED CONTESTS:**

1. If games or matches, are to be postponed because of emergency conditions, unusable facilities or by mutual agreement of the administrators because of unforeseeable circumstances it shall be the office staff's responsibility to reschedule officials based on their availability.
2. When postponing a contest, notification must be given directly to either the Director or Principal of the other school.
3. All division contests must be completed during the season. Postponed division contest must receive priority when rescheduling.
4. If a postponed Division contest cannot be rescheduled within the sports season, the team responsible for the postponement may be declared the loser. The Activity Board will make the final decision.
5. Postponement of a Division contest, (due to weather conditions), which cannot be rescheduled in the sports season, no contest shall be declared.
6. If the postponement occurs after hours, it will be the responsibility of the host school to notify the assigned officials.

7. The visiting team that cannot reach the contest site because of circumstances beyond their control should immediately notify the home school.
8. Any school that realizes it shall be late for a contest should notify the host school of this fact and possible arrival.

**F. TERMINATION OF A GAME BEFORE ITS COMPLETION:**

1. After a contest has started, only the official(s) where there are officials assigned, shall have the authority to terminate the contest. Termination of a contest by a coach(s) and/or administrator for reason other than inclement weather shall result in the forfeiture of this activity by the school initiating the termination. It is strongly recommended that before any activity is terminated by official(s) that the coach(s) and/or administrator involved be consulted. After such consultation, the decision of the official(s) shall be final. However, the Athletic Director or school official in charge has the authority to postpone or cancel any contest due to unforeseen circumstances regarding safety of students. Notification of the officials association is necessary.

**G. FOREFEITS DUE TO BUDGET DEFEATS OR WORK STOPPAGE:**

1. If a school cannot play a game because of a budget or work stoppage the school will forfeit the game if another mutually agreeable date cannot be agreed upon.

**H. JUNIOR VARSITY PARTICIPATION ELIGIBILITY:**

1. Seniors are not eligible for JV Competition unless approved by the Athletic Council under unforeseen circumstances.

**I. PROTEST PROCEDURES: (Appendix E)**

**1. Item A. PROTEST PROCEDURE**

Protests and/or appeals must be notified to the league office and then shall be submitted in writing (Appendix E), approved and signed by the building principal, athletic director, and coach, clearly stating the case, to the proper authorities (Chairman of the appropriate Activity Board and President of the ECIC) no later than the third school day following the protested contest. EXCEPT where immediate action is necessary. Example, result of last basketball game could determine play-off representation.

2. Initial protest shall be directed to the chairperson of the proper Activity Board, President of the ECIC and the Athletic Director of the other school involved with a copy to the High School principal.
3. The Activity Board should schedule a hearing with all parties concerned. The time and place should be convenient for the representative of the schools involved and the official.

At least thirty-six (36) hour notice should be given so that all can make arrangements to appear. This notice should be made to the Athletic Director, with a copy to the high school principal.

\*NOTE: When a chairperson of the respective Activity Board receives the protest and hearing is scheduled, the chairperson will notify the officials immediately to send him/her a written statement of their version of the protest.

4.A decision reached by the Activity Board will be considered final. An appeal may be made to the League President.\

## **Item B: APPEAL PROCEDURE**

### **FROM AN ACTIVITY BOARD DECISION:**

- 1.The school appealing a decision of the Activity Board must submit, in writing, a notification of appeal to the Past President. This is to be done within three (3) school days following receipt of the previous decision and shall include all pertinent information. The Past President will convene three (3) members of the Executive Committee to make a determination or call for a hearing. The Past President will notify schools involved within three (3) school days. Written notification will follow within five (5) school days. Should extenuating circumstances require the timeline to be extended the Past President will notify the schools involved.
- 2.If for any reason, a ruling cannot be determined by the Activity Board, the Chairperson of the Activity Board will notify the League Past Present immediately. Within three (3) school days, the Past President and three (3) members of the Executive Committee may make the determination; or call for a hearing. Written notification will follow within five (5) school days. Should extenuating circumstances require the timeline to be extended the Past President will notify the schools involved.

<b>GENERAL RULES- REGULATIONS AND POLICIES</b>
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**SECTION I POLICY**

ECIC member schools are governed by NYS Education, NYSPHSAA, Section VI, National Federation of High School and its own Constitution and By-Laws.

**SECTION II GENERAL RULES**

Athletic Council meetings will use Robert's Rules of Order as a guideline when conducting those meetings

- A. **The alternate voting member** of each school must be on file on September 1 of each school year. (Appendix, D)
- B. It is recommended that a **roll call vote** be requested for the following but not limited to: Constitution, By-Laws, General Rules-Regulations and Policies, Budgetary Items, Alignments, Scheduling/Transportation Concerns, and Non-Standard Scheduling Concerns.
- C. **TIES IN FINAL DIVISIONAL STANDINGS:** Ties in the final divisional standings will result in co-champions of the division.
- D. **ONE CONTEST PER DAY:** A contestant may participate in only one contest per day in team sports. Multi-game tournaments in volleyball constitute one contest.
- E. **CONTEST SUPERVISION:** Proper supervision for players and spectators will be provided at all ECIC contests. Visiting team supervision shall make themselves known to home school supervision upon arrival.
- F. **NOTIFICATION OF RESULTS APPROPRIATE WEBSITE:** Home schools shall submit score electronically unless other procedures are used in specific sports. (See Sports Standards on winning teams)
- G. **EXPENSES FOR ECIC MEETS OR TOURNAMENTS:** An estimated budget of operating expenses for all ECIC meets or tournaments must be approved by the Athletic Council prior to each sport season. All receipts and bills shall be sent to the Executive Secretary Treasurer.
- H. **START OF SPORTS SEASON:** Opening dates for practice for all sports seasons will be determined by a majority of Athletic Council members who cast a vote.
- I. **AWARDS:** Divisional patches will be the only awards provided, by the ECIC. (Appendix, C)
- J. **MUSIC BY VISITING SCHOOLS:** Home school shall determine if music can be played by the visiting school during and immediately preceding the athletic contest.
- K. **ADMISSION PRICE BOYS AND GIRLS-ECIC PLAYOFFS:** The standard price of five dollars (\$5) will be charged for all play-offs.

**L. ATHLETIC COUNCIL REFRESHMENTS:** Refreshments at the Athletic Council Meetings will be paid for by the ECIC.

**M. ECIC PASSES**

1. Courtesy passes may be issued by member schools to all Board of Education members, school administrative staff and all coaches and game related personnel.
2. Upon recommendations of their respective schools' honorary passes may be issued to all coaches, school, personnel, and administrators in recognition of 25 years or more of service in education.
3. ECIC passes will be honored at all ECIC league competition, championship meets, and play-offs
4. The Office Staff should be notified by the Athletic Director as to the number of passes needed for their district.
5. Passes will show the termination date.
6. Passes will be issued in June of the preceding year.

**SECTION III: SPORTS STANDARDS**

Sport Standards are special rules and regulations for each sport. Sports Standards for each sport shall be formulated by the Activity Board in conjunction with the Sports Chairs and must be approved by the Athletic Council. Sports Standards can be changed at an Athletic Council meeting by a majority of members who cast a vote. (Sports Standards are reviewed by the Activity Board prior to each season)



## **ADDENDUM I- EXECUTIVE DIRECTOR DUTIES AND RESPONSIBILITIES**

### **Program leadership:**

1. Administers the development and maintenance of a positive interscholastic Athletic program to meet the needs of student athletes and member schools and carry out the policies of the Athletic Council.
2. Attends and participates in all meetings of the Executive Board, the Athletic Council and their committees, except when the director's own employment or salary is under consideration.
3. Serves as ex-officio member of all ECIC committees.
4. Advises the Executive Board and Athletic Council on the need for new or revised policies and sees that all policies of the ECIC are implemented.
5. Prepares and submits to the Executive Board recommendations relative to all matters requiring action, placing before the executive board such necessary and helpful facts, information, and reports as are needed to ensure that informed decisions are made.
6. Acts own discretion if emergency action is necessary in any matter not covered by existing policy and reports such action to the Executive Board as soon as practical practicable.
7. Reports to the Executive Board such matters as are deemed material to the understanding and proper management of the ECIC, or as the Executive Board may request.
8. Supervises the implementation of all rules, regulations, and policies of the New York State Public High School Athletic Association and the ECIC.
9. Attends meetings of Section VI and NYSPHSAA, NYSAAA, WNYSO (officials) and other key organizations regularly.
10. Makes all administrative decisions within the ECIC necessary to insure the proper functioning of all the activities.
11. Continually updates knowledge and all aspects of athletic leadership including but not limited to law, finance, insurance, etc.
12. Manages all championships including the creation and implementation.

### **Fiscal Leadership:**

1. Coordinate and prepare records and cooperate with outside audit of the ECIC finances including cash confirmations, fixed assets, balance sheet accounts, payroll, legal letter, management letter and statements of activities.
2. Recommended investment options for the fund balance to the Executive Committee.
3. Coordinate and advise the Finance Committee regarding preparations of the annual budget.

### **Personnel Leadership:**

1. Secures and nominates for employment the best qualified and most competent personnel.

2. Has complete to supervisory authority over all ECIC employees including but not limited to assignment and definition of duties of all personnel, scheduling of work hours as necessary to carry out the work of the ECIC, approval of vacation time, etc.
3. Reports to the Executive Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
4. Communicates directly or through delegation all actions of the Executive Board and Athletic Council relating to ECIC matters to all school members and receives from member schools communication to be made to the Executive Board.
5. Support the Officials' organization in the recruitment and ongoing training of officials to assure quality officiating.
6. Coordination – in conjunction with Sports Chairs and other Section VI staff.
7. Coordinates and implements all programs for the scheduling of all ECIC events and contests.
8. Coordinates and supervises the assignment of all officials.
9. Directs the preparation of the annual budget for adoption by the Athletic Council and administers the budget as an acted by the Athletic Council, acting at all times in accordance with legal requirements and adopted policies.
10. Establishes and maintains efficient procedures and effective controls for all expenditures of the ECIC funds in accordance with the adopted budget.
11. Acts as purchasing agent for the ECIC in cooperation with BOCES representatives.
12. Maintains directly or through delegation such personnel records, accounting records, business records, and other records that are required by law and policy.
13. Files or causes to be filed, all reports required by the ECIC, Section VI, NYSPHSAA, or other relevant association or agency.
14. Represents the ECIC and its dealings with school systems, institutions, agencies, and community organizations.
15. Establishes and maintains a program of public relations to keep all members school district and the public informed as to the activities, needs and successes of the ECIC.
16. Provides oversight of sportsmanship initiatives and review/follow-up of hotline reports.
17. Assures that policies and procedures are effectively communicated to assure the smooth conduct of the business of the league.
18. Attends the ECIC Championship Contests and participate in the distribution of awards.
19. Performs such other tasks as may from time to time be assigned by the Executive Board.

## **ADDENDUM II- ATHLETIC DIRECTORS**

The Athletic Director Organization shall elect a President.

The Office Staff can act as a Secretary. This is a non-elected position.

### **I. President:**

1. Prepare an agenda and conduct all business meetings
2. Monitor progress of all committees
3. Attend all executive meetings of the Athletic Council
4. Present the yearly meeting schedule to be voted on by the Athletic Directors

- The Athletic Directors will meet monthly during the school year.
- Voting members will be the Athletic Directors or their designee in each High School in the conference duly appointed by the Superintendent/Assistant Superintendent
- The Athletic Director will return all updated and corrected schedules to the Office Staff within the time frame stated on the schedule.

Note: (If a schedule is not returned by the date indicated it will be assumed that the date schedule is correct. Any deviation from said schedule will be the responsibility of the home school athletic director).

### **ADDENDUM III- THE OFFICE STAFF**

The Office Staff whose responsibilities will be determined by the Athletic Council shall:

- (a) Distribute written policies approved by the Athletic Council to all member schools and Presidents of Officials' Organizations.
- (b) Update and distribute to all ECIC Officers and Athletic Directors changes in the ECIC Constitution, By Laws, General Rules & Regulations and Sports Standards.
- (c) Keep President and member schools informed as to agenda, deadlines and topics.
- (d) Work directly with each new President to assure continuity of administration
- (e) Distribute ECIC passes at the direction of the President according to current policy.
- (f) Print and distribute all communiqués and materials submitted and approved by the President
- (g) Print and send to each school all Athletic Council approved schedules including starting time for the following year.
- (h) Record, print and distribute agenda and minutes of all ECIC Athletic Council meetings and Athletic Director's meetings.
- (i) Print and distribute official's assignments.
- (j) Assist the President in communicating all cancellations of meetings and workshops, which involve ECIC committees.
- (k) Be responsible for all official assignment's schedules to the Athletic Directors
- (l) Be responsible for the replacement, notification of cancellations and other emergencies involving official assignments.
- (m) Arbiter will be responsible for the duplication and distribution of all boys and girls officials' assignments, including site and time at least ten (10) days before the advent of that sports season to all members
- (n) Create schedules in Scheduling software and import into the arbiter.
- (o) Attend Round Table meetings, Assignor Meetings, and Auto Assign Leagues Schedules
- (p) Accept all information and materials presented to the ECIC office by the Chairperson of the Activity Boards. This information will be duplicated and disseminated to all the ECIC schools
- (q) Responsible in training the new ECIC Secretary's and Hosting yearly Secretary Meetings
- (r) Create and maintain the ECIC portion of the website on the Section VI web portal

- (s) Requisition and distribute patches and shields
- (t) To be present and take minutes at all ECIC Athletic Council and Directors Minutes and share via email following the meeting and post to the ECIC Website within 10 working days of the meetings
- (u) Be appointed by the Athletic Council upon the recommendation of the Executive Committee.
- (v) Any additional duties will be specified by the President/Executive Secretary and approved by the Executive Committee. The Executive Committee of the Athletic Council will evaluate this in writing annually.

#### New Office Staff Roles

1. Enters data into a web-based data base
2. Responsible for the development of athletic schedules, assignment of officials and the printing and distribution of the athletic schedules and official assignments
3. Responsible for schedule cancellations, schedule changes and the reassignment of officials
4. Checks daily email correspondences from league representatives and officials
5. Prepares and communicates league, section and state athletic policies, rules and regulations to member schools
6. Attends round table meetings and assigns meetings as directed
7. Prepares and distributes Athletic Counsel and Director meeting agendas, attends, records and distributes meeting minutes to league representatives
8. Updates and distributes changes in the ECIC constitution and sport standards
9. Maintains and updates the ECIC website
10. Maintains a daily filing system
11. Answers telephones, conveys messages and handles errands as needed
12. Assists the ECIC President and ECIC Executive Secretary/Treasurer as requested
13. Other duties as required

- Salary and benefits shall be determined through negotiations with the President. (Note: Items to be negotiated are salary, retirement, hours, health insurance, sick leave and person leave benefits.)
-

## **ADDENDUM IV – ECIC CHAIRPERSON DUTIES & RESPONSIBILITIES**

### **Pre-Season Duties**

- Contact/Meet with Executive Director and/or AD Liaison.
- Confirm Date of Pre-season meeting and send communication to coaches.
- Facilitate a -season Meeting
- Provide updated coaches directory to Executive Director during the season
- Keep records/scores of league contests
- Confirm Post season meeting date with Executive Director and coaches.
- Remind coaches of All-star selection process and any other post season procedures for ECIC championships or Sectionals.
- Contact Executive Director or AD Liaison if questions or concerns come up.
- Facilitate Post season meeting – prepare agenda.
- Follow procedures to select All League Teams.
- Prepare post season report for Executive Director.
- Schedule Meeting with Executive Director.
- Communicate with Executive Director to prepare next year's schedule.

### **Sample Pre-Season Agenda**

- Introduction of New Coaches.
- Update Directory.
- Distribute ECIC standards.
- Discuss any changes from last year – new rules not discussed at Section wide meeting.
- Review any sport specific procedures – example reporting scores/contacting media, etc.
- Introduce rules interpreter if no section meeting takes place.  
Review ECIC Championship information or Sectional information not covered at section meeting.
- Review League All-Star Selection process.
- Set Post Season meeting date

### **See Post-Season Agenda (Appendix P)**

- Review the season.
- Make sure Records/stats are accurate and properly reported/posted.
- Select League All-Stars.
- Discuss any problems/changes that need to be addressed.
- Discuss scheduling/calendar/alignments for the following year.

## **APPENDICES**

- Appendix A Certificate of Incorporation
- Appendix B ECIC Standards of Conduct
- Appendix C Awards/Patches
- Appendix D Member Voting Alternate
- Appendix E Statement of Protest
- Appendix F Protest Appeal Form
- Appendix G Appeals Panel Format
- Appendix H Alleged Violation Form
- Appendix I Dues Formula
- Appendix J Partial Member Schools
- Appendix K ECIC Championship Host Schedule
- Appendix L Championship Fee Structure
- Appendix M Alignment Request Form
- Appendix N Guidelines for Voting
- Appendix O Combining of Schools Application
- Appendix P Sport Chairperson Post Season Report
- Appendix Q ECIC Branding Guide
- Appendix U Quick Reference Guide

## CERTIFICATE OF INCORPORATION

of

### **ERIE COUNTY INTERSCHOLASTIC CONFERENCE, INC.**

(Under Section 402 of the Not-For-Profit Corporation Law)

The undersigned, for the purpose of forming a corporation under Section 402 of the Not For-Profit Corporation Law, do hereby certify:

1. The name of the corporation is **ERIE COUNTY INTERSCHOLASTIC CONFERENCE, INC.**
2. The corporation is not formed for pecuniary profit or financial gain and no part of its assets, income or profit is distributed to or insured to the benefit of its members, directors or officers, except to the extent permitted by the Not-For-Profit Corporation Law.
3. The purposes for which the corporation is formed are to provide a central athletic conference through which the public high schools of Erie County may cooperate for the following objectives: To strengthen the work of the membership schools in developing good sportsmanship and high ideals among contestants, coaches, and school personnel and to promote all forms of interschool athletics for Junior and Senior High School boys and girls activities: to strengthen and unify eligibility rules governing participation in interschool athletics in each division of the conference where possible; to abide by the rules and regulations governing interschool sports for students as set up by the Commissioner of Education, the NYSPHSAA and the conference; to plan for and conduct all interschool athletic activities within the conference through its appointed leaders and governing body; to promote clinics in game skills and rule interpretation in conjunction with related professional organizations upon request, with clinics to be self-supporting and at no expense to the conference.
4. The corporation is a corporation as defined in Not-For-Profit Corporation Law Section 102, subdivision (a) (5).
5. The corporation is a Type A Corporation.
6. The city, town or village and county in which its office is located is Harlem Road, West Seneca, New York, 14224
7. The territory in which the corporation's activities are principally to be conducted is Erie County.
8. The names and address of the persons who are to serve as the initial directors are:

George R. Gardner 4555 McKinley Parkway Hamburg, New York 14075



Samuel H. Gang	7049 Slayton Settlement RoadLockport, New York 14094
Gordon Found	1445 Eden-Evans Center Road Angola, New York 14006
Donald K. Grundtisch	3839 Beverly Drive Angola, New York 14006
John Sullivan	55 Lexington AvenueHamburg, New York 14075
L.E. Dietz	288 Stillwell Road Hamburg, New York 14075
Henry Schoelles	222 S. Forest Road Williamsville, New York 14221
Elmer Jahn	278 South Grove StreetEast Aurora, New York 14052
Robert Chaddock	Grove Street Delevan, New York 14042

9. The duration of this corporation is to be perpetual.
10. The post office address to which the Secretary of State shall mail a copy of any notice required by law is Harlem Road, West Seneca, New York, 14224.
11. All approvals required by the New York Not-For-Profit Corporation Law will be annexed to the Certificate of Incorporation prior to delivery to the Department of State for filing.
12. Each of the subscribers if of the age of 19 years or over.

IN WITNESS WHEREOF, this Certificate has been signed by each subscriber the 2<sup>nd</sup> day of July, 1976.

George R. Gardner Samuel H. Gang Donald K. Grundtisch John Sullivan

1<sup>st</sup> Revision 1977      4<sup>th</sup> Revision 1985

2<sup>nd</sup> Revision 1978      5<sup>th</sup> Revision 1994

3<sup>rd</sup> Revision 1982      6<sup>th</sup> Revision 2006

## **APPENDIX B**

### **E.C.I.C. STANDARDS OF CONDUCT**

1. All coaches must be aware that they are primarily responsible for controlling athletes during pre-game sessions, locker rooms, on the playing fields, on buses or any other time they are representing their school in an athletic contest.
2. The conduct of athletes on and off the field is expected to be sportsmanlike. Such actions as taunting, jibes, vulgar language and disrespectful attitudes are not acceptable at any time.
3. Wherever physically possible, all spectator areas are to be separated from player benches and the playing field and/or court. This could be as simple as roping an area off.
4. The conduct of coaches and school personnel on and off the field is expected to be sportsmanlike. Such actions as taunting, jibes, vulgar language and disrespectful attitudes are not acceptable at any time.
5. The shaking of hands is left to the discretion of the coaches.
6. It is expected that all coaches will take a responsible attitude in not intentionally running up scores.
7. The announcing at any home contest is expected to be unbiased. One-sided announcing is prohibited.
8. It is expected that all officials employed by the E.C.I.C. will be skilled in the art of officiating and understand and enforce league policy on unsportsmanlike conduct. Officials must use all rules and regulations to control participants and work with home authorities in the control of crowds.
9. Officials are encouraged to follow the Code of Ethics supplied by their organization. The schools in turn will enforce rules and regulations regarding spectators and spectator actions taken against questionable officiating.
10. Penalties imposed by the league may be considered minimal but do not prevent any school from bringing more stringent punishment to their own students, coaches, or staff officials.

<i><b>ECIC Spectator Code of Conduct</b></i>
--

- 1. These are kids, this is a game and referees are human.**
- 2. Spectators shall respect and comply with all school officials and supervisors at athletic contests.**
- 3. Profanity, racial or sexual comments and intimidating language or actions directed to others is not permitted.**
- 4. Do not distract, taunt or speak negatively about or to the players, coaches or referees.**
- 5. Unsportsmanlike signs or use of artificial noisemakers are not permitted.**
- 6. Entering the playing surface before, during or after the game is prohibited.**
- 7. Alcohol, tobacco and other drugs are prohibited on school grounds.**
- 8. Be Loud, Be Proud, Be Positive.**

**NOTE:** (Revised 1989, 2003, 2006, 2021)

<b>APPENDIX C</b>
<b>AWARDS/PATCHES</b>

<b>SPORT</b>	<b>1<sup>st</sup> BLUE</b>	<b>2<sup>nd</sup> RED</b>	<b>3<sup>rd</sup> WHITE</b>	<b>4<sup>th</sup> GREEN</b>
<b>FALL</b>				
Boys X-Country	4	4	4	4
Girls X-Country	4	4	4	4
Girls Swimming	46	46	46	46
Girls Tennis	3	3	3	3
Golf	1	1	1	1
<b>WINTER</b>				
Boys Bowling	5	5	5	5
Girls Bowling	5	5	5	5
Boys Swimming	46	46	46	46
Wrestling	12	12	12	12
Rifle	5	3	4	
<b>SPRING</b>				
Boys Track	28	28	28	28
Girls Track	28	28	28	28
Boys Tennis	1	1	1	1

ECIC Individual Patches for League Championship Competition Shall be provided for championship meets. Sports Chairpersons are responsible for distribution of patches. Contact the ECIC office for picking up patches.

The same number of Ribbons are issued for 5<sup>th</sup> through 8<sup>th</sup> place in each sport

**APPENDIX D**

**ERIE COUNTY INTERSCHOLASTIC CONFERENCE ATHLETIC COUNCIL**

**MEMBER VOTING ALTERNATE**

HIGH SCHOOL \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ZIP CODE \_\_\_\_\_

The following persons have been designated representative (s) from our school to vote on ECIC Athletic Council issues during the \_\_\_\_\_ school year.

Representative \_\_\_\_\_

Alternate \_\_\_\_\_

In order for the above representative to have authorization to vote on school matters, it is essential that all three signatures indicated below are affixed to this form.

Athletic Director \_\_\_\_\_

Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Special Note: This form is to be forwarded to the ECIC Office annually before **September 1<sup>st</sup>**.

<p style="text-align: center;"><b>APPENDIX E</b> <b>STATEMENT OF PROTEST</b></p>
--

Place: \_\_\_\_\_

Host AD/Designee \_\_\_\_\_

Date/Time \_\_\_\_\_

Officials \_\_\_\_\_

Schools Involved \_\_\_\_\_

Coaches Involved \_\_\_\_\_

I. Specific Section of Rules/Regulations Violated:

II. Individuals Involved:

III. Brief Summary of What Took Place (attach additional page, documents, diagrams, exhibition, etc.)

IV. Statement of Remedy Requested:

---

**Signatures:**

Grievant: \_\_\_\_\_

Date: \_\_\_\_\_

Coach \_\_\_\_\_

\_\_\_\_\_

Athletic Director \_\_\_\_\_

\_\_\_\_\_

Principal \_\_\_\_\_

\_\_\_\_\_

<p style="text-align: center;"><b>Appendix F</b></p> <p style="text-align: center;"><b>PROTEST APPEAL FORM</b></p>
--

Place: _____	Host AD/Designee _____
Date/Time _____	Officials _____
Schools Involved _____	Coaches Involved _____

I. Specific Section of Rules/Regulations Violated:

II. Individuals Involved:

---

III. Brief Summary of What Took Place (attach additional page, documents, diagrams, exhibition, etc.)

---

---

---

---

IV. Decision of Activity Board:

V. Rationale for Appeal of Activity Board Decision:

---

**Signatures:**

Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

Coach \_\_\_\_\_

Athletic Director \_\_\_\_\_

Principal \_\_\_\_\_

<p style="text-align: center;"><b>Appendix G</b></p> <p style="text-align: center;"><b>APPEALS PANEL FORMAT</b></p>
---

**I. INTRODUCTION/REVIEW FORMAT**

Reminder: The Appeal Panel shall not reverse or modify decisions of a section unless it finds that:

- A. The decision of the Athletic Council clearly is contrary to the evidence presented.
- B. The facts found by the Athletic Council constitute a violation of the Association's Constitution, standards or rules, or Regulations of the Commissioner of Education, or
- C. A procedural error affected the reliability of the information that was utilized to support the finding of the Athletic Council.

**II. ORAL PRESENTATIONS\***

- A. Appellant (15 minutes)
- B. Respondent (15 minutes)

**III. QUESTIONS BY PANEL**

**IV. CLOSING ORAL SUMMATIONS (5 minutes)**

**V. DELIBERATION BY PANEL**

A written decision by the Past President will be rendered within five school days of the hearing.

\*Oral presentations will only be heard from the designated school representative. Oral and written presentations will be limited to that presented during the section appeal.



<p style="text-align: center;"><b>APPENDIX H</b></p> <p style="text-align: center;"><b>ALLEGED VIOLATION FORM</b></p>
---

Name of Person Reporting Violation \_\_\_\_\_

Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Type of Violation**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person/s Contacted About Violation**

\_\_\_\_\_

\_\_\_\_\_

**Outcome of Contact with Other School**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person/s Reporting Violation \_\_\_\_\_

Original copy to:      League President

Copy to:              School Involve(d)

Copy for:             File

<p style="text-align: center;"><b>APPENDIX 1</b></p> <p style="text-align: center;"><b>ECIC DUES FORMULA</b></p>
--

Based on Enrollment – 7-12

First 500 students: Base Fee - \$3500 Students over 500 is \$1.00 each Sport Fee- \$6.00 per sport

\$2000 for “A” schools

\$1900 for “B” schools

\$1800 for “C” schools

Championship Fees per sport

Cross Country	\$50
Girl’s Swimming	\$100
Girl’s Tennis	\$175
Fall & Winter Cheerleading	\$150
Wrestling	\$175
Boy’s Swimming	\$100
Track	\$200
Modified Track	\$75

Schools are Billed \$4 per championship patch over the allotted amount as per Appendix C

<p style="text-align: center;"><b>APPENDIX J</b></p> <p style="text-align: center;"><b>REQUEST FOR PARTIAL MEMBERSHIP</b></p>
---

(DUES WILL BE PRO-RATED BASED ON PARTICIPATION)

Partial membership in the ECIC will be considered on an annual basis. Application for partial membership for the next school year must be submitted to the ECIC office by:

Fall: September 1<sup>st</sup>                      Winter: November 1<sup>st</sup>                      Spring: January 1<sup>st</sup>

School District: \_\_\_\_\_ Date: \_\_\_\_\_

We are requesting membership (participation) in the following sports for the \_\_\_\_\_ school year.

Sports			Levels
_____	( ) Varsity	( ) J.V.	( ) Modified
_____	( ) Varsity	( ) J.V.	( ) Modified
_____	( ) Varsity	( ) J.V.	( ) Modified
_____	( ) Varsity	( ) J.V.	( ) Modified

Reason for requesting membership (participation):

---

Signatures:    Principal \_\_\_\_\_

                         Athletic Director \_\_\_\_\_

Your request has been ( ) approved, ( ) denied by the ECIC Athletic Council.

President of the ECIC \_\_\_\_\_

<p style="text-align: center;"><b>APPENDIX K</b></p> <p style="text-align: center;"><b>ECIC Championship Hosting Schedule</b></p>
---

**Track**

2021 Maryvale  
 2022 Pioneer  
 2023 Alden  
 2024 Depew  
 2025 Hamburg  
 2026 Jamestown  
 2027 Pioneer  
 2028 W.S. West

**Cheerleading**

2021 Fall Clarence  
 2022 Winter Sweet Home  
 2022 Fall Amherst  
 2023 Winter Amherst  
 2023 Fall  
 2024 Winter Clarence  
 2024 Fall Starpoint  
 2025 Winter Sweet Home  
 2025 Fall Clarence  
 2026 Winter Amherst

**Cross Country**

2021 Alden  
 2022 Alden  
 2023 East Aurora  
 2024 East Aurora

**Boys Tennis**

2021 Sweet Home  
 2022 Lancaster  
 2023 Sweet Home  
 2024 Lancaster  
 2025 Sweet Home  
 2026 Lancaster

**Swimming**

Girls Clarence  
 Boys Sweet Home  
 Diving Maryvale

**Wrestling**

2022 Lackawanna  
 2023 Sweet Home  
 2024 Starpoint  
 2025 Lackawanna  
 2026 Clarence  
 2027 Hamburg

**APPENDIX L**

**ECIC FEE STRUCTURE FOR CHAMPIONSHIPS**

**CROSS COUNTRY:**

**1 Session**

1 Boys Meet Chairperson	\$50.00 per session
1 Girls Meet Chairperson	\$50.00 per session
1 Site Chairperson	\$50.00 per session
3 Scorekeepers Boys	\$30.00 each per session
3 Scorekeepers Girls	\$30.00 each per session
1 Athletic Trainer	\$20.00 per hour

**GIRLS SWIMMING**

**4 Sessions**

1 Boys Meet Chairperson	\$50.00 per session
1 Girls Meet Chairperson	\$50.00 per session
1 Site Chairperson	\$50.00 per session
1 Scorekeeper	\$30.00 per session
1 Timer	\$30.00 per session
1 Announcer	\$30.00 per session
1 Ticket Seller/Taker	\$30.00 per session
4 Supervisors per 4 sessions	\$30.00 each per session
1 Athletic Trainer	\$20.00 per hour

## **GIRLS TENNIS**

### **1 Session**

Meet Site/Chairperson \$50.00 per session

\*Site Chairperson must sign invoice for facilities\*

## **GOLF**

### **1 Sessions**

Meet Site/Chairperson \$50.00 per session

## **WRESTLING**

\* BASED ON ENTRY FEE\*

## **CHEERLEADING**

### **2 Sessions**

DJ \$550.00 total

Judges (8) Cost is Sectional contract by the hour.

Scorekeeper (3) \$75.00 per scorekeeper Supervision (6 max)

## **BOYS SWIMMING**

### **2 Sessions**

1 Boys Meet Chairperson \$50.00 per session

1 Girls Meet Chairperson \$50.00 per session

1 Site Chairperson \$50.00 per session

1 Scorekeeper \$30.00 per session

1 Timer \$30.00 per session

1 Announcer \$30.00 per session

1 Ticket Seller/Taker \$30.00 per session

4 Supervisors per 4 sessions \$30.00 each per session

1 Athletic Trainer \$20.00 per hour

## **BOYS TENNIS**

### **2 Sessions**

Meet Site/Chairperson \$50.00 per session

\*Site Chairperson must sign invoice for facilities\*

## **TRACK**

### **3 Sessions**

1 Boys Meet Chairperson \$50.00 per session

1 Girls Meet Chairperson \$50.00 per session

1 Site Chairperson \$50.00 per session

2 Ticket Sellers \$30.00 per session

2 Ticket Takers \$30.00 per session

1 Scorekeeper Boys \$30.00 per session

1 Scorekeeper Girls \$30.00 per session

1 Announcer \$30.00 per session

4 Supervisors \$30.00 per session

1 Athletic Trainer \$20.00 per hour

<p style="text-align: center;"><b>APPENDIX M</b></p> <p style="text-align: center;"><b>ALIGNMENT REQUEST FORM</b></p>
---

Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Sport: \_\_\_\_\_

**Moving From:**

ECIC Divisional Alignment

Federated Alignment

Independent

**Moving To:**

ECIC Divisional Alignment

Federated Alignment

Independent

Reason:

---

---

---

---

---

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<p style="text-align: center;"><b>APPENDIX N</b></p> <p style="text-align: center;"><b>GUIDELINES FOR VOTING</b></p>
--

**ABSTENTIONS (Non-Votes):**

In all methods of voting, abstentions are **not** counted (non-votes). Only the number of votes cast is counted in determining a majority, two-thirds (2/3), or three-fourths (3/4) vote.

**MAJORITY VOTE (General Motion):**

More than half the votes cast by people legally entitled to vote at a properly called meeting with a quorum present approve a general motion. The majority is therefore determined not by the number present, but by the number casting a vote.

*Example:*

*If 27 members in good standing are present, 3 members abstain, & 24 members vote, the majority is 13.*

**TWO-THIRDS VOTE (Constitution & By-Laws):**

Two-thirds (2/3) of those casting a vote in the affirmative are needed to adopt a motion.

- Used when amending the constitution and by-laws
- A quorum must be present
- Proposals are made and then must sit for one meeting until a vote may be taken.

*Example:*

*If 29 members in good standing are present, 2 members abstain, & 27 members vote; 18 votes in the affirmative are needed to adopt a motion.*

**THREE-FOURTHS VOTE (Membership & Officers):**

Three-fourths (3/4) of those casting a vote in the affirmative are needed to adopt a motion.

- Used in electing officers and electing applicants into membership
- Every “no” vote needs three (3) “yes” votes in order to pass a motion

*Example:*

*If 29 members in good standing are present and 29 members vote; 22 votes in the affirmative are needed to adopt a motion.*

## APPENDIX O

### ECIC Combining of Schools Addendum

#### REQUEST for Combining 2 or More Schools for Athletic Participation

SCHOOL YEAR: \_\_\_\_\_ SPORT: \_\_\_\_\_

Level: (Check All)                  Varsity                  JV                  Freshman                  Modified

#### ENROLLMENT – Please use NYSPHSAA Approved BEDS

School	High School Name	Enrollment	%	Value
Host School				
School 2				
School 3				
School 4				
Total Combined Enrollment				

#### ECIC Formula for Classification for Divisional Alignment:

Please note the ECIC formula for all sports will have 50% of the smaller schools added to 100% of the largest school of the combination.

Host School Record Previous Year:	Division_____Overall_____
Host School Standings Previous Year:	Division_____Sectional_____
Combining School(s) Record Previous Year:	Division_____Overall_____
Combining School(s) Standings Previous Year:	Division_____Sectional_____

Please include a copy of rosters from previous 3 seasons of each team.

Do you plan on continuing this merger for the short term future:                  YES                  NO

Do you plan on continuing this merger for the short term future:                  YES                  NO

#### Non-ECIC Member Schools fee structure:

##### \$75 per sport

Soccer, Field Hockey, Volleyball, Basketball, Rifle, Baseball, Softball, Lacrosse, all Modified sports

##### \$100 per sport

Cross Country, Swimming, Tennis, Golf, Bowling, Cheerleading, Wrestling, Track

Please acknowledge below understanding that Non-ECIC schools will be billed after approval, prior to the start of the season for participation. Both Athletic Directors and Superintendents are only required when a Non ECIC school is involved:

Host School Athletic Director: \_\_\_\_\_

Host School Superintendent: \_\_\_\_\_

Non-ECIC Athletic Director: \_\_\_\_\_

Non-ECIC Superintendent: \_\_\_\_\_

## APPENDIX P

### ECIC POST SEASON REPORT

- **Deadlines for reporting awards – ECIC Coach of the year prior to sectional play to determine awards.**

**Sport:**

**Date:**

**Chairperson:**

**Location:**

**Attendance:**

Alden

Amherst

Cheek

Clarence

Cleve Hill

Depew

East Aurora

Eden Frontier

Hamburg

Holland

Iroquois

Jamestown J

JFK

Lackawanna

Lake Shore

Lancaster

Maryvale

Orchard Park

Pioneer

Springville

Starpont

Sweet Home

Tonawanda

WS East

WS West

Will East

Will North

Will South

**Discussion Items:**

**Recommendations for next season:**

**Any other concerns/items of interest/importance**

**Final Divisional Standings:**

Division 1		
Place	Team	Record
1		
2		
3		
4		
5		
6		
7		
8		

Division 2		
Place	Team	Record
1		
2		
3		
4		
5		
6		
7		
8		

Division 1		
Place	Team	Record
1		
2		
3		
4		
5		
6		
7		
8		

Division 4		
Place	Team	Record
1		
2		
3		
4		
5		
6		
7		
8		

**All Star (ECIC) Selections:**

1 <sup>st</sup> Team	2 <sup>nd</sup> Team	Honorable Mention

## All ECIC Selection by Sport ( Sample )

**\* Each coach will submit a predetermined # of names based on their finish to the ECIC Chair. Those names will be properly reviewed, in addition to the at large nominations. The chair will submit all names for each division to the ED of ECIC. The ECIC will send the names out via press release / social media blast etc..**


### General guidelines for ECIC Sports

6 TEAM DIVISION		5 TEAM DIVISION		4 TEAM DIVISION	
Final Team	# of Players	Final Team	# of Players	Final Team	# of Players
Standings	Selected	Standings	Selected	Standings	Selected
1 <sup>st</sup> Place	6	1 <sup>st</sup> Place	6	1 <sup>st</sup> Place	6
2 <sup>nd</sup> Place	5	2 <sup>nd</sup> Place	5	2 <sup>nd</sup> Place	5
3 <sup>rd</sup> Place	4	3 <sup>rd</sup> Place	4	3 <sup>rd</sup> Place	5
4 <sup>th</sup> Place	3	4 <sup>th</sup> Place	4	4 <sup>th</sup> Place	4
5 <sup>th</sup> Place	2	5 <sup>th</sup> Place	3		
6 <sup>th</sup> Place	2				
At-Large	2	At-Large	2	At-Large	4
<b>TOTAL</b>	<b>24</b>	<b>TOTAL</b>	<b>24</b>	<b>TOTAL</b>	<b>24</b>

*\*please note that all federated sports will have their own process – Football, Girls and Boys Lacrosse, hockey*

## Appendix Q


### ECIC Logo / Branding guide



**ECIC Athletic Brand Guide**

Designed and Assembled by VSP Graphic Group 2021


## HISTORY



Established in 1952, the Erie County Interscholastic Conference (ECIC) originally consisted of 19 schools in Divisions I, II, and III. As it stands today with almost 30 schools, it is the largest league in Western New York.

The ECIC schools provide quality athletic programs that challenge and encourage student athletes to reach their full potential. The league offers traditional programs with innovative approaches allowing athletes to develop the skills necessary to

## REBRAND




The ECIC will celebrate 70 Years in 2022, and with it a refreshed new look. The new logo highlights the ECIC's large presence in Erie County's student athletics. The shape of Erie County can be seen prominently within the shape of the bold 'C'.

## COLORS

**FLAT COLOR**

#E0A900	#143E75	#FFFFFF
ECIC GOLD, 100% C, 0% M, 0% Y, 0% K	ECIC BLUE, 100% C, 0% M, 100% Y, 0% K	ECIC WHITE, 0% C, 0% M, 0% Y, 100% K

**GRADIENT**



Gold and blue is a familiar color scheme to the WNY region, but these colors also hold significant meaning. Gold, named for the precious metal, is a symbol of prestige, success, and quality. Blue signifies intelligence, depth, and responsibility. All these qualities are exemplified by all of our members.

## FONTS

**Thin Euro Style (Font Right)**

**EUROSTILE (REGULAR)**

**Cap:**

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

**Lowercase:**

a b c d e f g h i j k l m  
n o p q r s t u v w x y z

**Number & Symbols:**

1 2 3 4 5 6 7 8 9 0  
~ ! @ # \$ % ^ & \* ( ) \_ +  
0 0 : ; ' < , > . ? /

**Thin Euro Style (Font Right)**

**EUROSTILE (REGULAR)**

**Cap:**

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z


**Lowercase:**

a b c d e f g h i j k l m  
n o p q r s t u v w x y z

**Number & Symbols:**


1 2 3 4 5 6 7 8 9 0  
~ ! @ # \$ % ^ & \* ( ) \_ +  
( ) [ ] : ; ' < , > . ? /

## PRIMARY LOGO




## CHAMPIONSHIPS LOGOS

**Soccer** **Wrestling** **Golf** **Track & Field**



**Swimming** **Chess** **Green Country**




## APPAREL USAGE

**Blue on Gold**

**Gold on Blue**

**Black on White**

**White on Black**



Appendix R  
Quick Reference Guide

**ECIC Sports Quick reference Guide**

Season	Sport	ECIC/Federated	ECIC Championship Event	ECIC individual Championships	Sectionals Competition	Class / # of Divisions?
Fall	Boys Soccer	ECIC	-	-	Yes	
Fall	Boys Volleyball	ECIC	-	-	Yes	
Fall	Gameday Cheer	ECIC	Yes	Yes	-	
Fall	Cross Country	ECIC	Yes	Yes	Yes	
Fall	Field Hockey	ECIC	-	-	Yes	
Fall	Football	Federated	-	-	Yes	
Fall	Girls Soccer	ECIC	-	-	Yes	
Fall	Girls Swim	ECIC	Yes	Yes	Yes	
Fall	Girls Tennis	ECIC	Yes	Yes	Yes	
Fall	Girls Volleyball	ECIC	-	-	Yes	
Fall	Boys Golf	ECIC	Yes	Yes	Yes	
Fall	Girls Golf	ECIC	-	-	*Yes (Spring)	
Fall	Gymnastics	ECIC	-	-	Yes	
Winter	Bowling b/g	ECIC	Rolloffs	-	Yes	
Winter	Boys Basketball	ECIC	-	-	Yes	
Winter	Boys Swim	ECIC	Yes	Yes	Yes	
Winter	Comp. Cheer	ECIC	Yes	Yes	Yes	
Winter	Girls Basketball	ECIC	-	-	Yes	
Winter	Girls Hockey	Federated	-	-	Yes	
Winter	Hockey	Federated	-	-	Yes	
Winter	Indoor Track	ECIC	-	-	Yes	
Winter	Rifle	ECIC	-	-	Yes	
Winter	Wrestling	ECIC	Yes	Yes	Yes	



Spring	Boys Lacrosse	Federated	-	-	Yes	
Spring	Girls Lacrosse	Federated	-	-	Yes	
Spring	Softball	ECIC	-	-	Yes	
Spring	Tennis	ECIC	Yes	Yes	Yes	
Spring	Track	ECIC	Yes	Yes	Yes	
Spring	Unified	Federated	-	-	Yes	